

AIR NATIONAL GUARD GREENLAND CARGO

STEP 1: COMPLETE CUSTOMS FORMS

A Certificate of Registration (form CBP-4455) is **required** to ship cargo to Greenland via the Air National Guard.

US Customs & Border Protection (CBP) website: <http://www.cbp.gov/xp/cgov/toolbox/forms/>

- From the “FORMS” page, select “[CBP form 4455](#).”
- Complete CBP-4455. Include the following information:
 - o **Carrier:** Air National Guard
 - o **Date:** [Insert Current Date]
 - o **Name, address, and zip code:** You, the shipper
 - o **Articles exported for:** “Other - science use in Greenland”
 - o **Number packages:** [total number of items] Item number must be identifiable on ea package.
 - o **Kind of packages:** Examples: Hardiggs, steel boxes, aluminum poles, wooden crate
 - o **Description:** Type “See following (#) pages.”
 - Attach a packing list to each CBP-4455 Form. This list will be automatically generated when using the Battelle ARO (B-ARO) Cargo Tracking System (CTS) to send cargo to the Air National Guard Base.
 - The number of items must match the information presented on the packing list.
 - You do **NOT** need a separate Certificate for each item; one CBP-4455 Certificate will cover all items listed in the shipment.
 - You do not need to certify personal clothing or food.
 - o **Sign and date.**
- Print six (6) copies of completed CBP 4455 form.

See Example CBP 4455 & Packing List

Complete CBP-4457 for shipment of personal gear. This form eliminates any questions or problems with personal equipment such as computers, electronic gadgets, etc.

STEP 2: CARGO INSPECTED BY CUSTOMS

The CBP-4455 Certificate **MUST** be signed by a customs agent to be valid. A customs agent will inspect the shipment contents and check the corresponding packing list for accuracy. Cargo traveling to Greenland via the Air National Guard can be inspected in 1 of 2 ways:

- **OPTION 1– Self-registration**
 - o Cargo is inspected at local CBP Office **BEFORE** shipment to B-ARO NY
 - o Schedule an appointment with your local Customs and Border Protection Office (airports, harbors) to have them inspect and certify cargo for shipment to Greenland.
 - o Prepare CBP-4455 and packing list as noted in Step 1. (Six copies of the completed form needed.)
 - o Following the inspection, the CBP officer will sign and stamp ALL 6 copies of the CBP-4455 form and packing lists.
 - o CBP will retain a copy for their records.
 - o Include one copy of signed/stamped CBP-4455 and packing list with your NY shipment.



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- o Send 3 copies to B-ARO NY Office
- o Retain a copy for your records. Approved CBP-4455 forms will be needed when cargo is returned to the U.S.

**** A signed/stamped Certificate of Registration, CBP-4455, is valid for one year ****

➤ **OPTION 2 – B-ARO Registration at Stratton Air Base**

- o Cargo **MUST arrive three weeks** prior to your scheduled ANG flight.
- o Mail three (3) completed and signed CBP-4455 forms and corresponding packing lists to:
Dino Guthrie/ Battelle ARO
Stratton Air Base
1 Air National Guard Rd., Bldg. 20
Scotia, NY 12302
cell: 518-364-6975
- o Pick up your CBP approved CBP-4455 from B-ARO NY Office when transiting through NY.
- o If not flying with the ANG, plan for the B-ARO NY Office to send a stamped copy of the approved forms. Approved CBP-4455 forms will be needed when cargo is returned to the U.S.

**** A signed/stamped Certificate of Registration, CBP-4455 is valid for one year ****

Returning Cargo to the U.S. from Greenland via ANG

The export signed/stamped Certificate of Registration, CBP-4455, and packing list provides proof that the cargo originated in the U.S. A copy of your outbound approved CBP-4455 will be required to bring cargo back into the U.S. via the ANG.

Contact the local B-ARO support office with questions regarding customs forms for retro cargo. If not traveling with your cargo, you will need to complete additional customs forms to be compliant.

Prohibited and Restricted Items

Some items, including samples, may be prohibited or require a special permit to import to the U.S.

Review CBP's website for a list of Prohibited/Restricted items:

<https://www.cbp.gov/travel/us-citizens/know-before-you-go/prohibited-and-restricted-items>

Sending Cargo to/from Greenland via Carrier OTHER than ANG

Check with your local Customs and Border Patrol office if cargo will originate or return via a Port of Entry other than NY ANG. There may be additional requirements to process your cargo, and your local customs office is the best resource for all non-ANG shipments.

For additional Customs information, refer to the U.S. CBP service online brochure "Know Before You Go" available on the official CBP site, <http://www.cbp.gov/travel/us-citizens/know-before-you-go>

Contact CBP directly at <http://www.cbp.gov/> or via telephone at (518) 431-0200.

B-ARO Cargo Offices:

New York Office: ARO-nycargo@polarfield.com (518) 344-2635
Dino@polarfield.com

Kangerlussuaq Office: ARO-Kangerops@polarfield.com



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EXAMPLE CBP 4455 & PACKING LIST

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

OMB Control Number: 1651-0010
Expiration Date: 08/31/2019

NO.

CERTIFICATE OF REGISTRATION

19 CFR 10.8, 10.9, 10.68,
148.1, 148.8, 148.32, 148.37

(NOTE: Number of copies to be submitted varies with type of transaction.
Inquire at Port Director's office as to number of copies required.)

VIA (Carrier) 109th -or- 105th Air National Guard	B/L or INSURED NO.	DATE Insert Date
NAME, ADDRESS, AND ZIP CODE TO WHICH CERTIFIED FORM IS TO BE MAILED (if Applicable) Name Address Zip Code	ARTICLES EXPORTED FOR:	
	<input type="checkbox"/> ALTERATION* <input type="checkbox"/> PROCESSING* <input type="checkbox"/> REPAIR* <input checked="" type="checkbox"/> OTHER, (specify) <input type="checkbox"/> USE ABROAD Science use in Greenland <input type="checkbox"/> REPLACEMENT <p><i>* NOTE: The cost or value of alterations, repairs, or processing abroad is subject to CBP duty.</i></p>	

LIST ARTICLES EXPORTED

Number Packages	Kind of Packages	Description
2 1 4	Hardigg Wood Crate Fibreboard box	*See following [insert #] pages

SIGNATURE OF OWNER OR AGENT (Print or Type and Sign) Print Name	Insert Signature	DATE Insert Date
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The Above-Described Articles Were:

EXAMINED		LADEN under my supervision	
DATE	PORT	DATE	PORT
SIGNATURE OF CBP OFFICER		SIGNATURE OF CBP OFFICER	

CERTIFICATE ON RETURN

Duty-free entry is claimed for the described articles as having been exported without benefit of drawback and are returned unchanged except as noted: (use reverse if needed)

SIGNATURE OF IMPORTER (Print or Type and Sign)	DATE
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NOTE: Certifying officers shall draw lines through all unused spaces with ink or indelible pencil.

Paperwork Reduction Act Notice: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is 1651-0010. The estimated average time to complete this application is 10 minutes. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 799 9th Street, NW, Washington DC 20229.



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CBP 4455 - PACKING LIST EXAMPLE

Project Name - Institute						
Cargo Tracking System (CTS) Code	Weight (lbs)	Length	Width	Height	Kind of Package	Contents
XX-Project-0061	150	30	27	17	Hardigg	weather station & hardware/parts, data loggers
XX-Project-0062	105	30	27	17	Hardigg	GPS receivers, antenna cable, computer, charge controllers
XX-Project-0069	525	60	48	14	Wood Crate	aluminum pipe
XX-Project-0066	40	60	10	10	Fibreboard box	PVC pipe, steel pipe sections
XX-Project-0068	50	60	18	18	Fibreboard box	PVC solar panel mounts
XX-Project-0063	40	24	18	9	Fibreboard box	GPS & power cables, seismometer, antenna cables
XX-Project-0064	80	30	20	11	Fibreboard box	GPS, connectors & cables, tools